

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard MWR NAF PD										<input checked="" type="checkbox"/> New <input type="checkbox"/> Other										<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field																				6. OPM Certification No.																													
7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																																	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																	
10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																																							
<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive										14. Agency Use NAF																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Motor Vehicle Operator										NA										5703										05										JN 12-31-01																			
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS for Motor Vehicle Operating 5703																																																	
S.J. NEW																				TS-61 Apr 91																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
										12-31-01																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

MOTOR VEHICLE OPERATOR  
Driver  
NA-5703- 05

I. INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The primary purpose of this position is to operate vehicles such as step van/box trucks, vans, sedans, station wagons, and pick-up trucks to pickup and distribute linen between VQ operations and the laundry facility. On occasion, passengers and/or equipment may be transported to designated locations.

II. MAJOR DUTIES

The incumbent will operate vehicles with an approximate vehicle weight of 15,000 pounds. The vehicles are driven on the bases of specific trip assignments or regularly established routes. The incumbent will be held responsible for upholding local and state traffic regulations and US Navy rules and regulations while operating government vehicles over Federal, State, county and city streets/roads in all traffic conditions.

Duties include but are not limited to: transporting linen, personnel, supplies and/or equipment in support of VQ operations; loading vehicles and properly securing loads to prevent movement or damage in transit; check material loaded or delivered against various documents to prevent errors; certify the condition of the items and obtain signatures from receiving personnel and unload vehicle at destination. Sort, log and deliver items.

Incumbent is responsible for operator maintenance on all vehicles operated including but not limited to checking gas, monitoring fluid levels (washer fluid, oil, etc.), checking tire pressure, battery, lights, brakes and maintaining the cleanliness of assigned vehicle. Submit request for tune-ups and/or needed repairs. Report any problems to the supervisor.

Must have basic working knowledge to operate a computer, with the ability to complete trip tickets, preventative maintenance records and accident reports.

Performs other related duties as assigned.

III. CONTROL OVER POSITION

Works under the general supervision of the designated Manager/Supervisor who provides specific instructions either

verbally or written. Vehicle is intermittently spot-checked for abuse and accomplishment of preventive maintenance.

#### IV. KNOWLEDGE OR SKILLS REQUIRED

- Ability to physically lift and carry packages weighing up to 75 pounds.
- Ability to read and understand road maps and determine the shortest and safest route.
- Knowledge of defensive driving techniques.
- Ability to maintain reports and records.
- Ability to communicate effectively and follow verbal or written instructions.
- Knowledge and skill to conduct preventive maintenance of vehicles.

#### V. PHYSICAL EFFORT

Moderate effort is used in operating the controls of the vehicle. Considerable effort may be required to change tires and make limited emergency repairs. May be required to perform moderate lifting up to 75 pounds, hand truck or dolly may be used for heavier lifting. Truck may be equipped with a hydraulic lift gate to move larger laundry carts and heavier loads.

#### VI. WORKING CONDITIONS

Works inside and outside and is occasionally exposed to inclement weather. Is exposed to the possibility of accidents while driving. Subject to cuts, bruises and other injuries as a result of routine maintenance or vehicle or accidents while unloading/loading a vehicle.

#### VII. SPECIAL REQUIREMENTS

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required. Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.